

Welcome to Usage Accounting Reports Training

- **A few housekeeping items:**
 - Please place your phone on mute
 - The training presentation will start at 10:05 to allow everyone to join
 - Please send the Host a note from the Webinar window if you have a question
 - If time permits, questions sent via the note feature will be addressed at the end of the presentation
 - Questions not addressed during the presentation will be addressed through email

Kevin Schultz

GTA CHARGEBACK TRAINING- USAGE ACCOUNTING REPORTS

Purpose of this Training Presentation

- **Provide instructions on how to get access to the Usage Accounting Reports for Chargeback**
- **Explain the basic functions of the Usage Accounting Reports including navigation, download, and print**
- **Provide an overview of report content for the following types of reports:**
 - Invoice
 - Report Group Invoice Detail
 - Resource Usage Trend & Variance

What is Usage Accounting Reports?

- **Usage Accounting Reports (UAR) is a Web-based reporting solution accessible via the Georgia Enterprise Technology Services (GETS) portal**
- **UAR provides GTA, State agencies and municipalities, and IBM account management and support teams a way to view invoices, invoice detail, and trend reports**

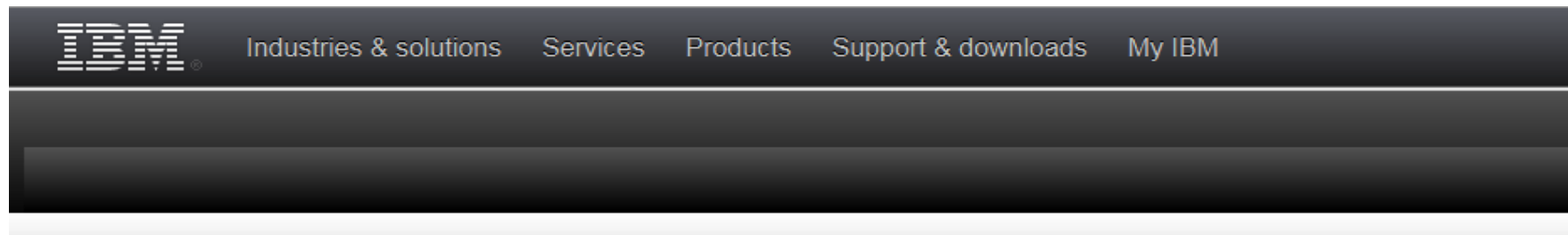
ACCESS INSTRUCTIONS

GETS Portal Sign-in Page

- Go to the GETS Portal Sign-in page at URL <https://www.ibm.com/services/connection/portal>
- If you have not registered for the GETS Portal:
 - Click the register now link at top of screen and you will be presented with the IBM registration page
 - All Users have to self-register to complete the GETS portal boarding process
 - GETS Portal access is required to access UAR
 - Super Users have the ability to request UAR access through the OrderNow! Service Catalog for users in their agencies

UAR OVERVIEW

Sign in to GETS Portal



Sign in

Please enter your IBM ID and Password in the sign in area below. If you are not currently registered with our site please [register](#) now.

IBM ID:

Password:

☐ Resume last session

Note: After some time of inactivity, the system will sign you off automatically and ask you to sign in again.

[Log in](#)

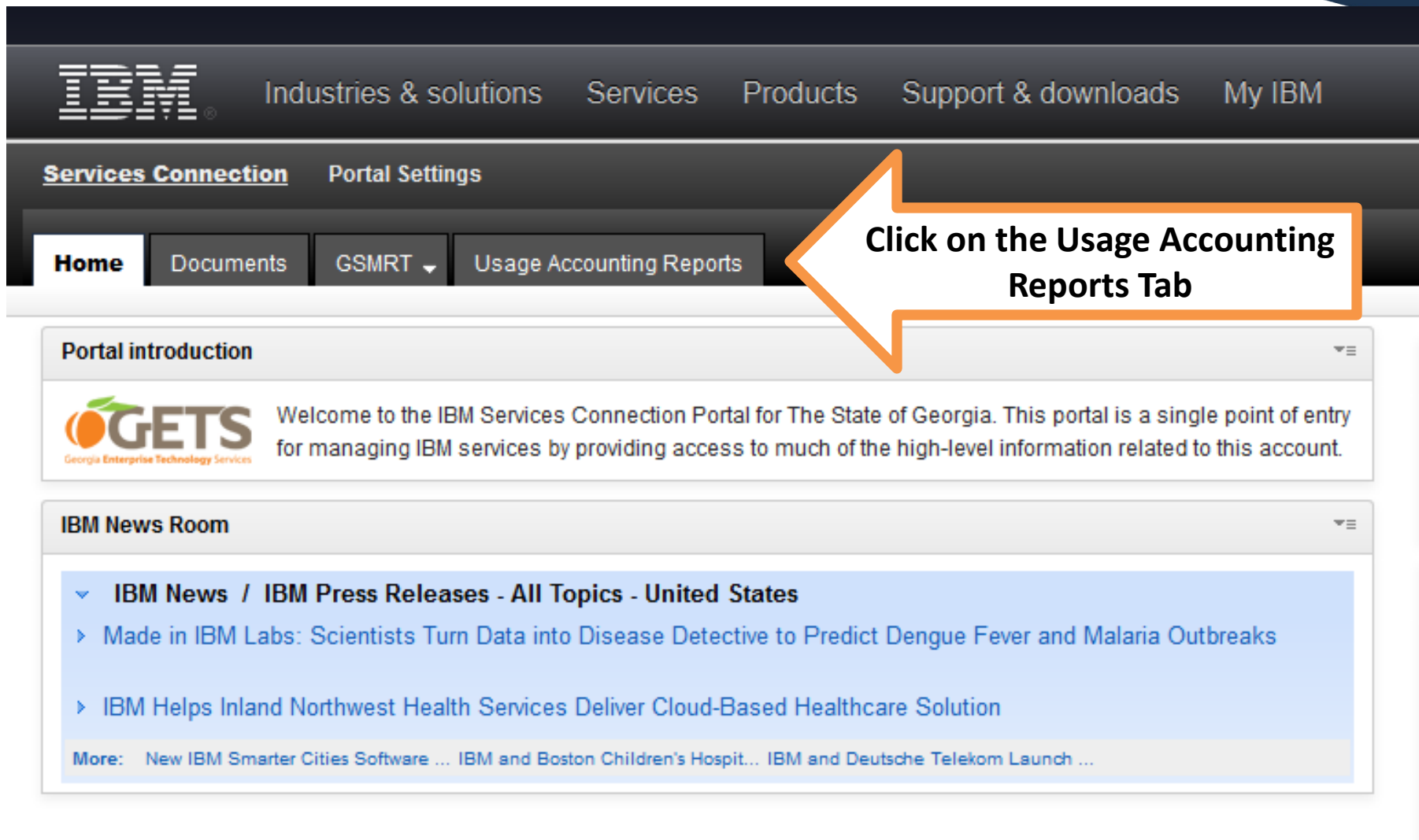
[→ Forgot your IBM ID?](#)

[→ Forgot your password?](#)

[→ Change password](#)

- Enter your IBM ID
- Enter your Password
- Click Log in

Navigation to UAR within GETS Portal




IBM Industries & solutions Services Products Support & downloads My IBM

Services Connection Portal Settings

Home Documents GSMRT Usage Accounting Reports

Click on the Usage Accounting Reports Tab

Portal introduction

 Welcome to the IBM Services Connection Portal for The State of Georgia. This portal is a single point of entry for managing IBM services by providing access to much of the high-level information related to this account.

IBM News Room

- ▼ IBM News / IBM Press Releases - All Topics - United States
 - ▶ Made in IBM Labs: Scientists Turn Data into Disease Detective to Predict Dengue Fever and Malaria Outbreaks
 - ▶ IBM Helps Inland Northwest Health Services Deliver Cloud-Based Healthcare Solution

More: New IBM Smarter Cities Software ... IBM and Boston Children's Hospit... IBM and Deutsche Telekom Launch ...

Report List

Usage Accounting Reports

Signed in as: jennifer.ward@gta.ga.gov



State of Georgia

[Usage Accounting Reports Training Document](#)

Invoices

[Infrastructure Invoice](#)
[MNS Invoice](#)
[Account Total Invoice](#)
[Run Total Invoice](#)
[Spreadsheet Invoice - Agency Format](#)
[Spreadsheet Invoice - University Format](#)

Trend

[Infrastructure Resource Usage Trend & Variance](#)
[MNS Resource Usage Trend & Variance](#)
[Cost Trend](#)
[Cost Trend by Rate](#)
[Resource Usage Trend](#)

MNS - Managed Network Services reports are available on or about the 10th work day of each month

INF - Infrastructure reports are available on or about the 15th work day of each month

Trend reports show history for cost and resource usage

Invoice Detail

[Detail with Identifiers by RateGroup](#)
[Report Group End User Computing](#)
[Report Group Server and Storage](#)
[Report Group Mainframe](#)
[Report Group INF Miscellaneous Charges](#)
[Report Group LAN Services](#)
[Report Group Voice Services](#)
[Report Group WAN Services](#)
[Report Group MNS Miscellaneous Charges](#)

Invoice Variance Detail

[Report Group End User Computing](#)
[Report Group Server and Storage](#)
[Report Group LAN Services](#)
[Report Group Voice Services](#)
[Report Group WAN Services](#)

Report Group Invoice Detail reports have all supporting detail for invoices

Specialty Reports

[Top 10 Cost](#)
[Exchange Mailbox Detail](#)

Specialty Reports are available to drill down into mailboxes or major cost drivers

GTA Account Code Structure

Name	Length	Total Length
GA	4	4
Agency	6	10
Customer Defined	9	19
Identification	16	35

Length includes
leading period

Examples

GA	Agency	Customer Defined	Identification
GA01	.42230	.000000000	.000000000GETSSAN
GA01	.46200	.000000000	. EUC462031020000
GA01	.98000	.000000000	.0000000000000980171

Cost Center

The Account Code structure is used to define which agency will be included in the generated reports and invoices.

Note: Security allows the user to only view data for the user's Agency or Customer Account.

INVOICE REPORT EXAMPLE

Invoice Reports

Usage Accounting Reports

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State of Georgia

[Usage Accounting Reports Training Document](#)

Invoices

[Infrastructure Invoice](#)
[MNS Invoice](#)
[Account Total Invoice](#)
[Run Total Invoice](#)
[Spreadsheet Invoice - Agency Format](#)
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Trend

[Infrastructure Resource Usage Trend & Variance](#)
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Invoice Detail

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[Report Group WAN Services](#)
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Invoice Variance Detail

[Report Group End User Computing](#)
[Report Group Server and Storage](#)
[Report Group LAN Services](#)
[Report Group Voice Services](#)
[Report Group WAN Services](#)

Specialty Reports

[Top 10 Cost](#)
[Exchange Mailbox Detail](#)

This example uses the MNS Invoice Report

Invoice Parameter Selection Interface

Parameter Selection

Account

Account Code Level * GA (1 - 4)

Starting Account Code * Lowest Possible Account

Ending Account Code * Highest Possible Account

Date Range

Select desired date range for report * Date Range (below)

Year 2014

Month 08

Cancel **< Back** **Finish**

Account Code Level defines at what level of the Account Code the report will be generated

The **Starting and Ending Account Code** define the range of Account Codes that will be included in the Invoice. All account codes within the range will be included in the generated invoices.

The **Date Range** defines which invoice month will be used to pull the invoices report.

Invoice Parameter Selection Interface

Parameter Selection

Account

Account Code Level *

Starting Account Code *

Ending Account Code *

Identification (1 - 35)

Account Level Long Description

GA (1 - 4)

Agency (1 - 10)

Customer Defined (1 - 19)

Identification (1 - 35)

Date Range

Select desired date range for report *

Date Range (below)

Year

2014

Month

07

Cancel

< Back

Finish

For this example, the **Identification (1 – 35) Account Code Level** is used in order to have the results return at the Cost Center Level.

Invoice Parameter Selection Interface

Parameter Selection

Account

Account Code Level *	GA (1 - 4)	
Starting Account Code *	Lowest Possible Account	
Ending Account Code *	Highest Possible Account	

When making selections, the
“Working” icon may appear
momentarily

Date Range

Select desired date range for report *	Date Range (below)
Year	2014
Month	07



Working.
Please wait...

Invoice Parameter Selection Interface

Parameter Selection

Account

Account Code Level *

GA (1 - 4)

Starting Account Code *

Lowest Possible Account

Ending Account Code *

Highest Possible Account

Date Range

Select desired date range for report *

Date Range (below)

Working.

Please wait...

Your report is running.

Instead of waiting, you can select a delivery method to run the report in the background.

[Select a delivery method.](#)

Cancel

In addition, when making selections, the “Your report is running.” message may appear momentarily.

The feature to “Select a delivery method” is currently not available.

Invoice Parameter Selection Interface

Parameter Selection

Account

Account Code Level *

Identification (1 - 35)

Starting Account Code *

Lowest Possible Account

Ending Account Code *

GA01.94700 - Chehaw Park Authority
GA01.95000 - Firefighters Pension Fund
GA01.95100 - Ga Association of Public Pension Trustees
GA01.95200 - State Employees Credit Union
GA01.95500 - Georgia Superior Court Clerks Cooperativ
GA01.95600 - Central State Hospital Credit Union
GA01.96000 - Georgia Rail Passenger Authority
GA01.96400 - City of Atlanta Police Dept
GA01.96800 - Georgia Military College
GA01.97100 - Metropolitan Atlanta Rapid Transit Authorit
GA01.97300 - Georgia Lottery Corporation
GA01.97600 - Georgia Regional Transportation Authority
GA01.97700 - Georgia Public Broadcasting
GA01.97900 - Foundation for Public Broadcasting in Georgia
GA01.98000 - Georgia Technology Authority
GA01.98001 - Georgia Technology Authority
GA01.98100 - One Georgia Authority
GA01.98999 - Needs Research
GA0X - IBM
GA0X.99900 - IBM

Date Range

Select desired date range for report *

Year

Month

Use Starting Account Code to choose the agency code.

Cancel

< Back

Finish

Invoice Parameter Selection Interface

Parameter Selection

Account

Account Code Level *

Identification (1 - 35)

Starting Account Code *

GA01.98000 - Georgia Technology Authority

Ending Account Code *

GA01.98000 - Georgia Technology Authority

Date Range

Select desired date range for report *

Year

Month

GA01.94700 - Chehaw Park Authority
GA01.95000 - Firefighters Pension Fund
GA01.95100 - Ga Association of Public Pension Trustees
GA01.95200 - State Employees Credit Union
GA01.95500 - Georgia Superior Court Clerks Cooperative Au
GA01.95600 - Central State Hospital Credit Union
GA01.96000 - Georgia Rail Passenger Authority
GA01.96400 - City of Atlanta Police Dept
GA01.96800 - Georgia Military College
GA01.97100 - Metropolitan Atlanta Rapid Transit Authority
GA01.97300 - Georgia Lottery Corporation
GA01.97600 - Georgia Regional Transportation Authority
GA01.97700 - Georgia Public Broadcasting
GA01.97900 - Foundation for Public Broadcasting in Georgia
GA01.98000 - Georgia Technology Authority
GA01.98001 - Georgia Technology Authority
GA01.98100 - One Georgia Authority
GA01.98999 - Needs Research
GA0X - IBM
GA0X.99900 - IBM

Cancel

< Back

Finish

Use **Ending Account Code** to choose the same agency code as the Starting Account Code for only one agency.

For agencies with multiple account codes, choose the first agency in the Starting Account Code and the last agency in the Ending Account Code.

Invoice Parameter Selection Interface

Parameter Selection

Account

Account Code Level *	Identification (1 - 35)	
Starting Account Code *	GA01.98000 - Georgia Technology Authority	
Ending Account Code *	GA01.98000 - Georgia Technology Authority	

Date Range

Select desired date range for report *	Date Range (below)
Year	2014
Month	07

Date Range dropdown has Current Month and Last Month selections.

In addition, the **Year** and **Month** can be selected separately in the dropdowns without changing the Date Range dropdown.

When all parameter selections have been made, click on **Finish** to run the report.

Cancel < Back **Finish**

Running an Invoice Report

Parameter Selection

Account

Account Code Level *

Identification (1 - 35)

Starting Account Code *

GA01.98000 - Georgia Technology Authority

Ending Account Code *

GA01.98000 - Georgia Technology Authority

Date Range

Select desired date range for report *


Date Range (below)

Year

2014

Month

07



Working.

Please wait...

Cancel


< Back

Finish

When running a report, the “Working” icon may appear momentarily.

Invoice Report Results in Browser

Managed Network Services Invoice



Georgia Technology Authority

Georgia Technology Authority
P.O. Box 945941

Keep this version ▾ | [Print] | [PDF] | [Excel] ▾ | [Print] ▾ | Add this report ▾

Georgia Technology Authority
47 Trinity Avenue SW
Floor 6
Atlanta, GA 30334-9006


Invoice Number: 924-980000714
Invoice Date: 7/15/2014
Payment Terms: NET 30
Due Date: 8/14/2014
Reference Number:

Agency Totals for: GA01.98000.00000000.0000000000000543


	<u>Units</u>	<u>Rate</u>	<u>Amount</u>	<u>GTA Admin Fee</u>	<u>Charge</u>
LAN Port	1.0000	14.6300	14.63	1.25	15.88
LAN Services					

⏮ Top ⏮ Page up ▾ Page down ▾ Bottom

The details in the header of the invoice report have recently been updated. Notice the new **Invoice Date**, **Payment Terms**, and **Due Date** on the face of the invoice. If an agency needs a PO number or a Contract number added to the invoice, the number would display in the **Reference Number** field.




The **Page down** link navigates the report to the next page. The **Bottom** link will navigate to the last page of the report. In this example, the next slide shows the next page.



Invoice Report Results in Browser

Managed Network Services Invoice



Georgia Technology Authority
P.O. Box 945941
Atlanta, GA 30394-5941

Keep this version

Add this report

By clicking on the units value, drill down supporting invoice detail can be accessed.

For billing inquiries, please call 404-656-2674

Georgia Technology Authority
47 Trinity Avenue SW
Floor 6
Atlanta, GA 30334-9006

Invoice Number: 924-980000714
Invoice Date: 7/15/2014
Payment Terms: NET 30
Due Date: 8/14/2014
Reference Number:

Agency Totals for: GA01.98000.000000000.000000000980621

	Units
Voice Port - Basic	64.0000
Voice Port-Premium	2.0000
Voice Mailbox	55.0000
Voice Services	

[Top](#)
[Page up](#)
[Page down](#)
[Bottom](#)

Once the **Page down** link has been clicked, the **Top** and **Page up** links become available for navigation. The **Top** link navigates to the first page of the report. The **Page up** link navigates the report to the prior numerical page.

Drilling Down on Resource Units

- In order to validate the number of resource units billed, the GTA customer can drill down on the quantity (Units) and view additional information
- For each resource unit, a limited number of fields, called identifiers, will be available to allow the customer to better understand what is being billed
- Because the RUs represent a wide range of services, the identifiers are unique to the resources being counted

Drilling Down on Resource Units

Parameter Selection

Identifier

Identifier 1 *	Ship To Number
Identifier 2 *	**Optional**
Identifier 3 *	Identifier2
Identifier 4 *	**Optional**
Identifier 5 *	Account Code Adjustment Description Agency Cost Center Description IDENT3 Phone Number Ship To Number Type

Cancel
< Back
Finish

Use the drop downs to select identifier details from 1 to 5 different identifiers.

Identifier options are associated with the selected RU.

Select up to five Identifiers for the drilldown report.

The Identifiers will be returned in a "nested" order.

The drilldown report will include one line for each unique set of selected Identifiers.

Drill Down Results

Keep this version | ▶ | + | + | + | HTML | + Add this report

Invoice Detail

GA01.98000.00000000.000000000980621

Voice Port - Basic

Invoice Number: 924-980000714

Billing Period: 7/1/14 to 7/31/14

The detail report is grouped by the Identifiers selected by the user.

Ship To Number	Phone Number	Resource Units
000000000980621	1404-2321202_S_1	1.0000
000000000980621	1404-2321203_S_1	1.0000
000000000980621	1404-2321204_S_1	1.0000
000000000980621	1404-2321246_S_1	1.0000
000000000980621	1404-2321452_S_1	1.0000
000000000980621	1404-2321453_S_1	1.0000
000000000980621	1404-2321454_S_1	1.0000
000000000980621	1404-2321455_S_1	1.0000
000000000980621	1404-2321456_S_1	1.0000
000000000980621	1404-2321457_S_1	1.0000
000000000980621	1404-2321500_S_1	1.0000
000000000980621	1404-2321520_S_1	1.0000
000000000980621	1404-2321521_S_1	1.0000

⏮ Top ⏮ Page up ⏮ Page down ⏮ Bottom


Downloading Reports

To download the invoice report, click on the HTML icon.

Select the format desired. To download to Excel – hover the **View in Excel Options** item.

From the Excel menu, select the desired version of Excel. Choosing **View in CSV Format** will result in a flat file which is easy to add Pivot Tables. In this example, **View in Excel 2007 Format** is selected.

Managed Network Services Invoice



Georgia Technology Authority

For billing inquiries, please call 404-651-1234

Georgia Technology Authority
47 Trinity Avenue SW
Floor 6
Atlanta, GA 30334-9006

Invoice Number: 924-980000714
Invoice Date: 7/15/2014

Agency Totals for: GA01.98000.0000

LAN Port

LAN Services

Item	GTA Admin Fee	Charge
15	6.23	79.38
15	6.23	79.38

Total for: GA01.98000

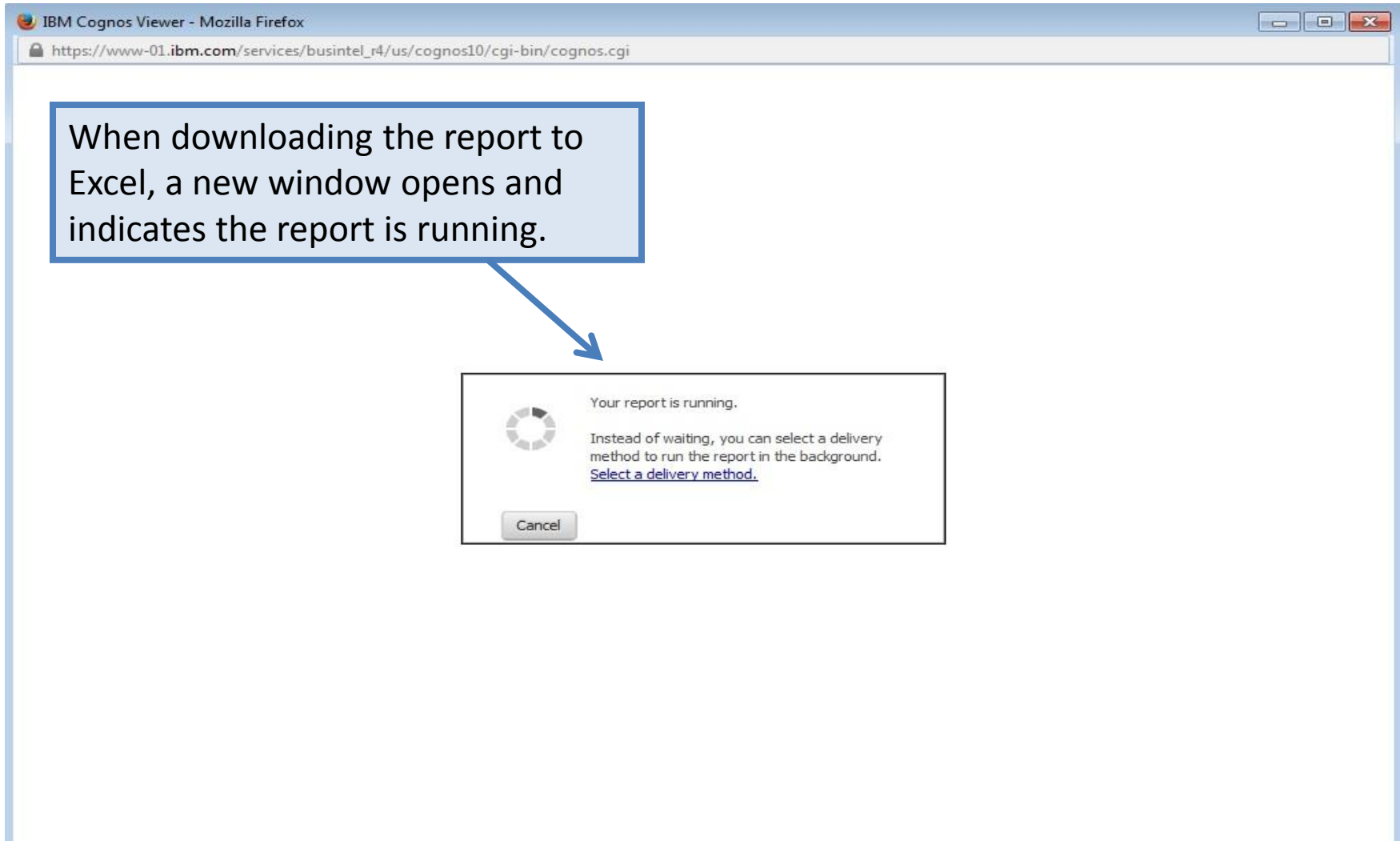
79.38

Run On: Thursday, July 31, 2014

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[Page up](#)
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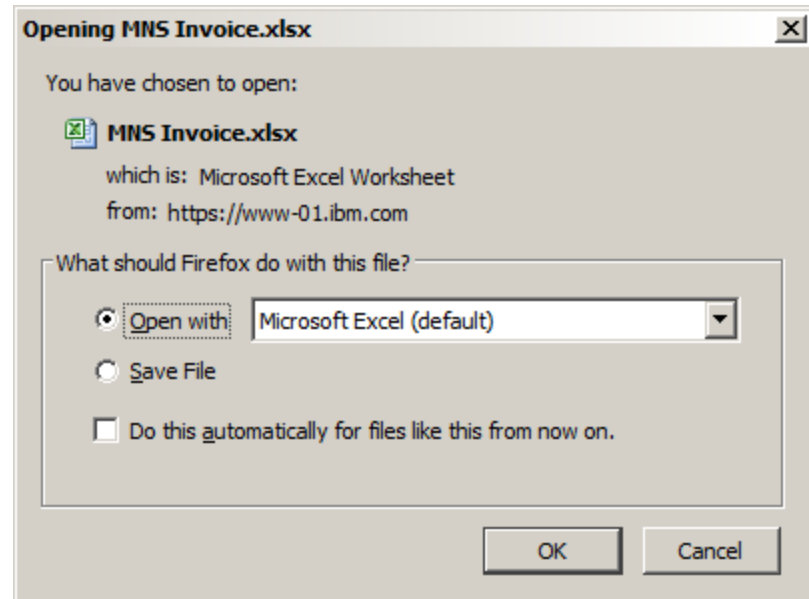
Downloading Reports



Downloading Reports

When the report is ready, a window may pop up asking for the user to open or save the report, depending on the browser used and its settings.

This report was run in the Firefox Browser. IBM recommends this browser for Usage Accounting Reporting use.



Downloading Reports

MNS Invoice - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells

Managed Network Services Invoice

Georgia Technology Authority

Georgia Technology Authority
47 Trinity Avenue SW
Floor 6
Atlanta, GA 30334-9006

Invoice Number: 924-980000714
Invoice Date: 7/15/2014
Payment Terms: NET 30
Due Date: 8/14/2014
Reference Number:

Agency Totals for: GA01.98000.00000000 - EUCREFRESH98000 - EUC Refresh - GTA

	Units	Rate	Amount
LAN Port	5.0000	14.6300	73.15
LAN Services			73.15
Total for: GA01.98000			79.38

Run On: Thursday, July 31, 2014 Page: 65

Invoice_58 Invoice_59 Invoice_60 Invoice_61 Invoice_62 Invoice_63 Invoice_64 Invoice_65

This is what the report looks like when it has been downloaded to Excel. Notice the invoice for each cost center is listed on a separate worksheet in Excel.

From this window you could print one cost Center or all the cost centers in the Invoice Report.

INVOICE DETAIL REPORT GROUP EXAMPLE

Invoice Detail Reports

Usage Accounting Reports

Signed in as: jennifer.ward@gta.ga.gov



State of Georgia

Usage Accounting Reports Training Document

Invoices

[Infrastructure Invoice](#)
[MNS Invoice](#)
[Account Total Invoice](#)
[Run Total Invoice](#)
[Spreadsheet Invoice - Agency Format](#)
[Spreadsheet Invoice - University Format](#)

Trend

[Infrastructure Resource Usage Trend & Variance](#)
[MNS Resource Usage Trend & Variance](#)
[Cost Trend](#)
[Cost Trend by Rate](#)
[Resource Usage Trend](#)

This example uses the
Report Group Voice
Services Report

Invoice Detail

[Detail with Identifiers by RateGroup](#)
[Report Group End User Computing](#)
[Report Group Server and Storage](#)
[Report Group Mainframe](#)
[Report Group INF Miscellaneous Charges](#)
[Report Group LAN Services](#)
[Report Group Voice Services](#)
[Report Group WAN Services](#)
[Report Group MNS Miscellaneous Charges](#)

Invoice Variance Detail

[Report Group End User Computing](#)
[Report Group Server and Storage](#)
[Report Group LAN Services](#)
[Report Group Voice Services](#)
[Report Group WAN Services](#)

Specialty Reports

[Top 10 Cost](#)
[Exchange Mailbox Detail](#)

Report Group Parameter Selection Interface

Parameter Selection

Account

Account Code Level *

Agency (1 - 10)

Starting Account Code *

Custom

Ending Account Code *

Custom

Date Range

Select desired date range for report *

Date Range (below)

Start Date *

Jun 1, 2014

End Date *

Jun 30, 2014

GA01.98000

GA01.98000

The Parameter Selection for **Account** section is the same as the Invoice Report

TIP: It is possible to type in the Account Codes instead of using the dropdown menus for the Starting and Ending Account Code.

Date Range dropdown has Current Month and Last Month selections dependent on the current day of the month.

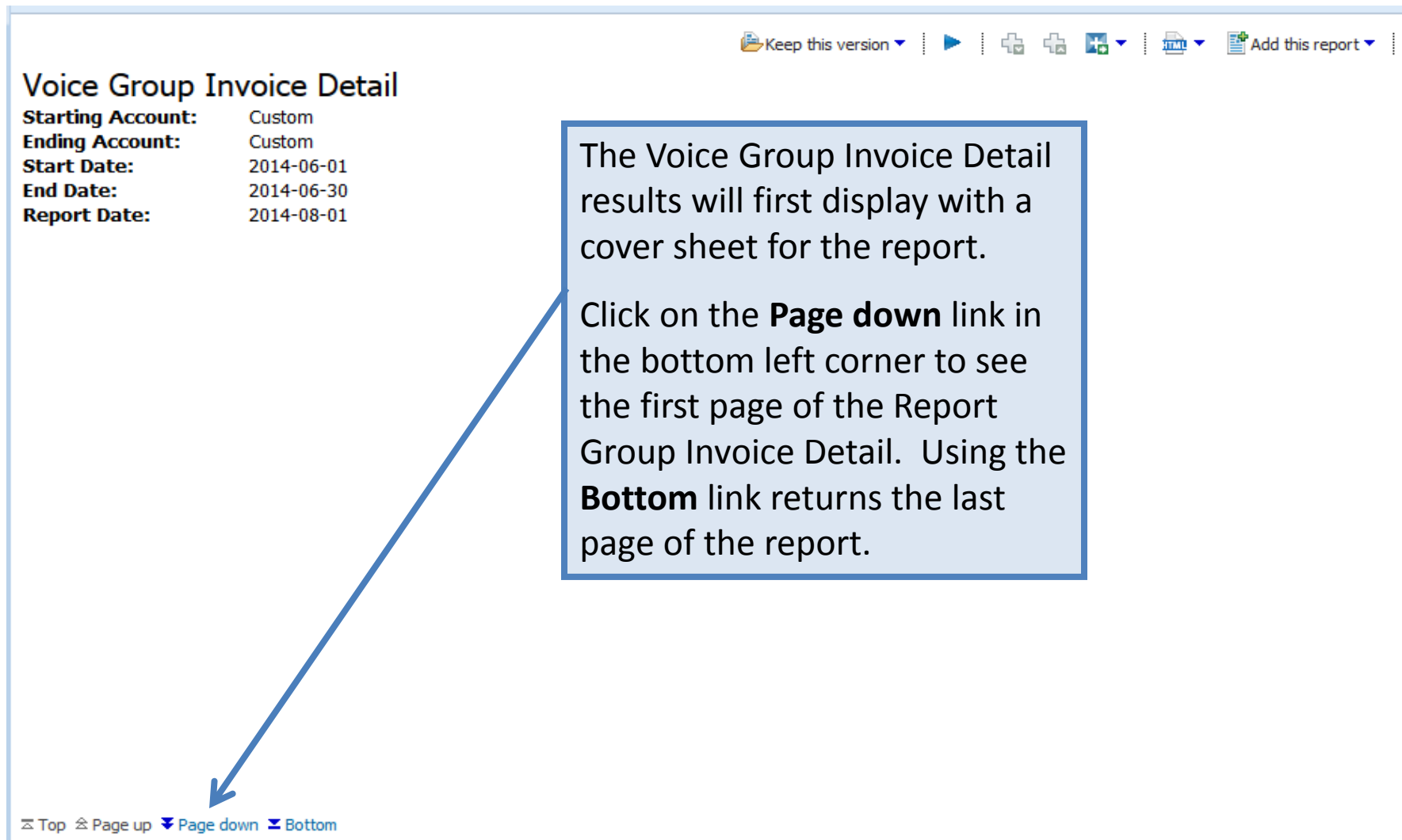
In addition, the **Start Date** and **End Date** can be selected separately in the dropdowns without changing the Date Range dropdown to pull multiple months. The larger the date range chosen, the longer the report will run. Click Finish once all selections are made.

Cancel

< Back

Finish

Report Group Results in Browser



Voice Group Invoice Detail

Starting Account: Custom
Ending Account: Custom
Start Date: 2014-06-01
End Date: 2014-06-30
Report Date: 2014-08-01

The Voice Group Invoice Detail results will first display with a cover sheet for the report.

Click on the **Page down** link in the bottom left corner to see the first page of the Report Group Invoice Detail. Using the **Bottom** link returns the last page of the report.

⌂ Top ⌂ Page up ⌂ Page down ⌂ Bottom

Clicking on the **Page down** link in the bottom left corner on the cover page brought up the next page and the first page of the Report Group spreadsheet.

All the navigation from the Invoice Report applies here.

Clicking **Page down** again displays the next page of detail.

Downloading Report Group Results

From any page in any of the reports in UAR, click on the HTML icon to download reports.

Agency Code	Agency Defined	Agency Defined Description	Col	View in HTML Format	View in PDF Format	View in XML Format	View in Excel Options										
01 - Voice Services	Auto Attendant Port	7703579701	2AAPORT	924-980006-14	20140531	2	\$178.46	\$356.92	\$30.41	\$387.33	98000	00000000	Georgia	00000000	00000000	0980111	CIO/Executive Director
01 - Voice Services	Audio Conferencing	404-463-0607	2AUCONF	924-980006-14	20140531	4	\$0.03	\$0.11	\$9.5424E-03	\$0.12	98000	00000000	Georgia	00000000	00000000	0980111	CIO/Executive Director
01 - Voice Services	Audio Conferencing	404-463-0607	2AUCONF	924-980006-14	20140531	14	\$0.03	\$0.39	\$0.03	\$0.43	98000	00000000	Georgia Technology Authority	00000000	00000000	0980111	CIO/Executive Director
01 - Voice Services	Audio Conferencing	404-463-0607	2AUCONF	924-980006-14	20140531		\$0.17	\$2.13		\$0.17	98000	00000000	Georgia	00000000	00000000	0980111	CIO/Executive Director
01 - Voice Services	Audio Conferencing	404-463-0607	2AUCONF	924-980006-14	20140531		\$0.34	\$4.31		\$0.34	98000	00000000	Georgia	00000000	00000000	0980111	CIO/Executive Director
01 - Voice Services	Audio Conferencing	404-463-0607	2AUCONF	924-980006-14	20140531		\$0.17	\$2.19		\$0.17	98000	00000000	Georgia	00000000	00000000	0980111	CIO/Executive Director
01 - Voice Services	Audio Conferencing	404-463-0607	2AUCONF	924-980006-14	20140531	118	\$0.03	\$3.30	\$0.28	\$3.59	98000	00000000	Georgia Technology Authority	00000000	00000000	0980111	CIO/Executive Director
01 - Voice Services	Audio Conferencing	404-463-0607	2AUCONF	924-980006-14	20140531	93	\$0.03	\$2.60	\$0.22	\$2.83	98000	00000000	Georgia Technology Authority	00000000	00000000	0980111	CIO/Executive Director
01 - Voice Services	Audio Conferencing	404-463-2305	2AUCONF	924-980006-14	20140531	94	\$0.03	\$2.63	\$0.22	\$2.86	98000	00000000	Georgia Technology Authority	00000000	00000000	0980151	Human Resources

From the Excel menu, select the desired version of Excel. In this example, **View in Excel 2007 Format** is selected.

Then select the format desired. To download to Excel – hover the **View in Excel Options** item.

Top Page up Page down Bottom

Downloading Report Group Results


When the report is ready, a window may pop up asking for the user to open or save the report, depending on the browser used and its settings.

This report was run in the Firefox Browser. IBM recommends this browser for Usage Accounting Reporting use.

Report Category	Resource Description	Units	Rate	Amount Charged	GTA Admin Fee	Total Amount Charged	Agency Code	Agency Defined	Agency Defined Description	Cost Center	Cost Center Description
01 - Voice Services	Auto Attendant Port	2								00000980242	ASO Finance
01 - Voice Services	Audio Conferencing	4								00000980111	CIO/Executive Director
01 - Voice Services	Audio Conferencing	14								00000980111	CIO/Executive Director
01 - Voice Services	Audio Conferencing	70								00000980111	CIO/Executive Director
01 - Voice Services	Audio Conferencing	142								00000980111	CIO/Executive Director
01 - Voice Services	Audio Conferencing	72								00000980111	CIO/Executive Director
01 - Voice Services	Audio Conferencing	118								00000980111	CIO/Executive Director
01 - Voice Services	Audio Conferencing	93	\$0.03	\$2.60	\$0.22	\$2.83	98000	00000000	Georgia Technology Authority	000000000980111	CIO/Executive Director
01 - Voice Services	Audio Conferencing	94	\$0.03	\$2.63	\$0.22	\$2.86	98000	00000000	Georgia Technology Authority	000000000980151	Human Resources

Opening Voice Group Invoice Detail.xlsx

You have chosen to open:

 **Voice Group Invoice Detail.xlsx**

which is: Microsoft Excel Worksheet
from: <https://www-01.ibm.com>

What should Firefox do with this file?

☒ **Open with** Microsoft Excel (default)

☐ Save File

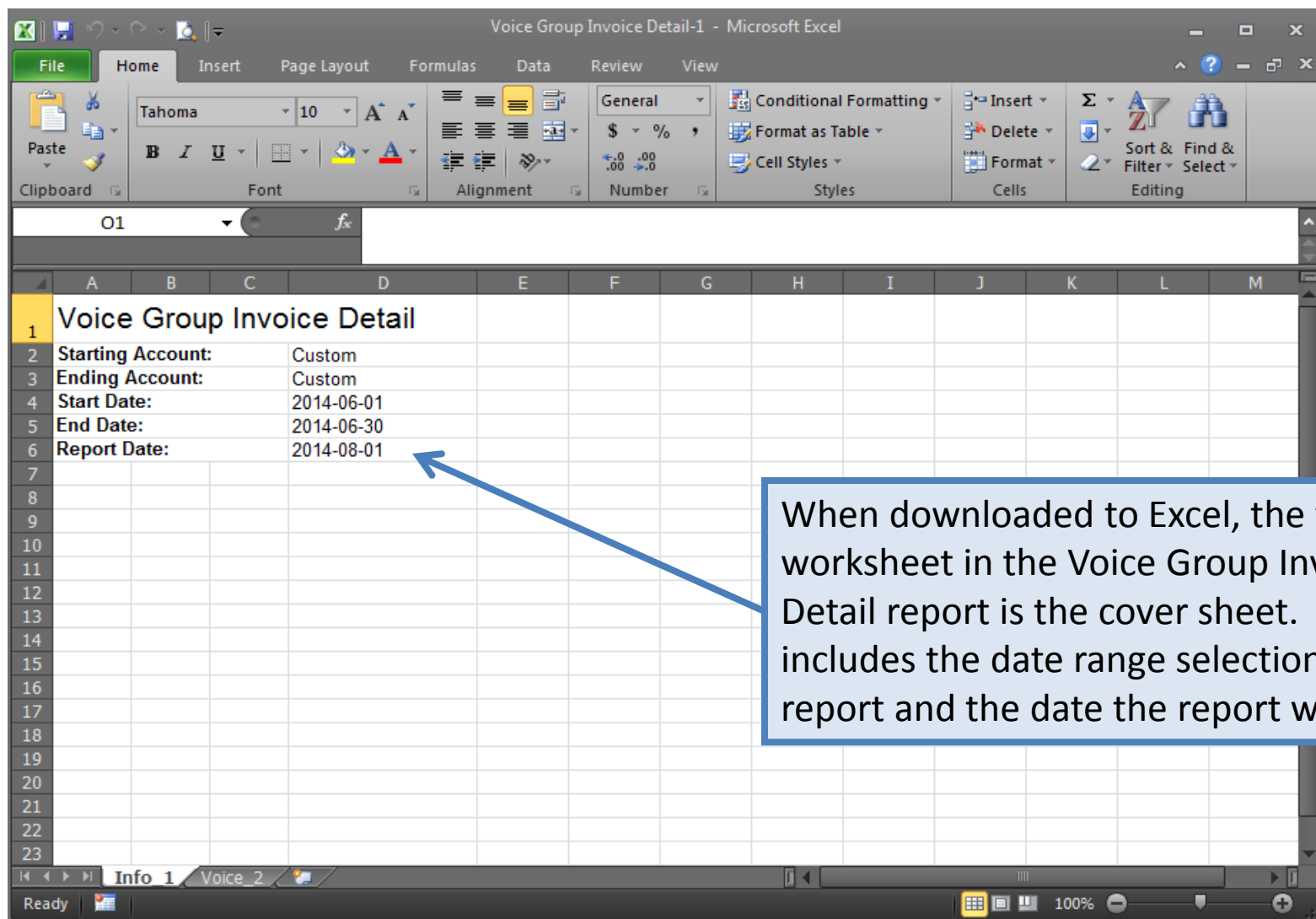
☐ Do this automatically for files like this from now on.

OK Cancel

Keep this version | | | | | | | | | | Add this report

Top Page up Page down Bottom

Report Group Invoice Detail



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Voice Group Invoice Detail												
2	Starting Account:		Custom										
3	Ending Account:		Custom										
4	Start Date:		2014-06-01										
5	End Date:		2014-06-30										
6	Report Date:		2014-08-01										
7													
8													
9													
10													
11													
12													
13													
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22													
23													

When downloaded to Excel, the first worksheet in the Voice Group Invoice Detail report is the cover sheet. Notice it includes the date range selection of the report and the date the report was run.

Report Group Invoice Detail

Voice Group Invoice Detail-1 - Microsoft Excel

Report Category	Resource Description	Phone Number	Rate Code	Invoice Number	Usage Dates	Units	Rate	Amount Charged	GTA Admin Fee
01 - Voice Services	Auto Attendant Port	7703579701	2AAPORT						
01 - Voice Services	Audio Conferencing	404-463-0607	2AUCONF						
01 - Voice Services	Audio Conferencing	404-463-0607	2AUCONF						
01 - Voice Services	Audio Conferencing	404-463-0607	2AUCONF						
01 - Voice Services	Audio Conferencing	404-463-0607	2AUCONF						
01 - Voice Services	Audio Conferencing	404-463-0607	2AUCONF						
01 - Voice Services	Audio Conferencing	404-463-0607	2AUCONF						
01 - Voice Services	Audio Conferencing	404-463-0607	2AUCONF						
01 - Voice Services	Audio Conferencing	404-463-2305	2AUCONF						
01 - Voice Services	Audio Conferencing	404-463-2305	2AUCONF						
01 - Voice Services	Audio Conferencing	404-463-2305	2AUCONF						
01 - Voice Services	Audio Conferencing	404-463-2332	2AUCONF						
01 - Voice Services	Audio Conferencing	404-463-2332	2AUCONF						
01 - Voice Services	Audio Conferencing	404-463-2332	2AUCONF						
01 - Voice Services	Audio Conferencing	404-463-2904	2AUCONF						
01 - Voice Services	Audio Conferencing	404-463-2904	2AUCONF						
01 - Voice Services	Audio Conferencing	404-463-2904	2AUCONF						
01 - Voice Services	Audio Conferencing	404-463-2904	2AUCONF						
01 - Voice Services	Audio Conferencing	404-463-2904	2AUCONF						
01 - Voice Services	Audio Conferencing	404-463-2904	2AUCONF						
01 - Voice Services	Audio Conferencing	404-463-2904	2AUCONF	924-980006-14	20140531	50	\$0.03	\$1.40	\$0
01 - Voice Services	Audio Conferencing	404-463-2904	2AUCONF	924-980006-14	20140531	109	\$0.03	\$3.05	\$0

When downloaded to Excel, the Voice Group Invoice Detail report's second worksheet contains all the invoice detail for the date range selected.

Included details are tower, resource description, cost center, units, rate, GTA admin fee, total charge, and any pertinent details to the RUs, like phone numbers for the Voice Tower.

TREND AND VARIANCE REPORT EXAMPLE

Trend Reports

Usage Accounting Reports

Signed in as: jennifer.ward@gta.ga.gov



State of Georgia

Usage Accounting Reports Training Document

Invoices

[Infrastructure Invoice](#)
[MNS Invoice](#)
[Account Total Invoice](#)
[Run Total Invoice](#)
[Spreadsheet Invoice - Agency Format](#)
[Spreadsheet Invoice - University Format](#)

Invoice Detail

[Detail with Identifiers by RateGroup](#)
[Report Group End User Computing](#)
[Report Group Server and Storage](#)
[Report Group Mainframe](#)
[Report Group INF Miscellaneous Charges](#)
[Report Group LAN Services](#)
[Report Group Voice Services](#)
[Report Group WAN Services](#)
[Report Group MNS Miscellaneous Charges](#)

Trend

[Infrastructure Resource Usage Trend & Variance](#)
[MNS Resource Usage Trend & Variance](#)
[Cost Trend](#)
[Cost Trend by Rate](#)
[Resource Usage Trend](#)

This example uses the
MNS Resource Usage
Trend & Variance Report

Invoice Variance Detail

[Report Group End User Computing](#)
[Report Group Server and Storage](#)
[Report Group LAN Services](#)
[Report Group Voice Services](#)
[Report Group WAN Services](#)

Specialty Reports

[Top 10 Cost](#)
[Exchange Mailbox Detail](#)

Resource Usage Trend & Variance Interface

Parameter Selection

Account

The **Account** section of the Parameter Selection screen is the same for all reports.

Account Code Level *	GA (1 - 4)	
Starting Account Code *	Lowest Possible Account	
Ending Account Code *	Highest Possible Account	

The **Date Range** section on the Resource Usage Trend & Variance report's Parameter Selection screen is different from the other reports.

Date Range

Year *	2014
Month *	June

Number of Months *	3
--------------------	---


Format Options

Report Type *	Expanded
---------------	----------

Select the desired month to end the report using the **Year** and **Month** dropdown menus. Use the **Number of Months** dropdown menu to select how many months will be displayed in the trend. The **Report Type** determines if the results are **Expanded** to the lowest Account Level or at the **Summary** RU level. Click Finish once all selections are made.

Resource Usage Trend & Variance Results

Keep this version ▾ ▶ ⛶



Georgia Technology Authority

Managed Network Services GTA Usage Trend & Variance
GA01.98000 - Georgia Technology Authority - GA01.98000 - Georgia Technology Authority

Georgia Technology Authority
 P.O. Box 945941
 Atlanta, GA 30394-5941

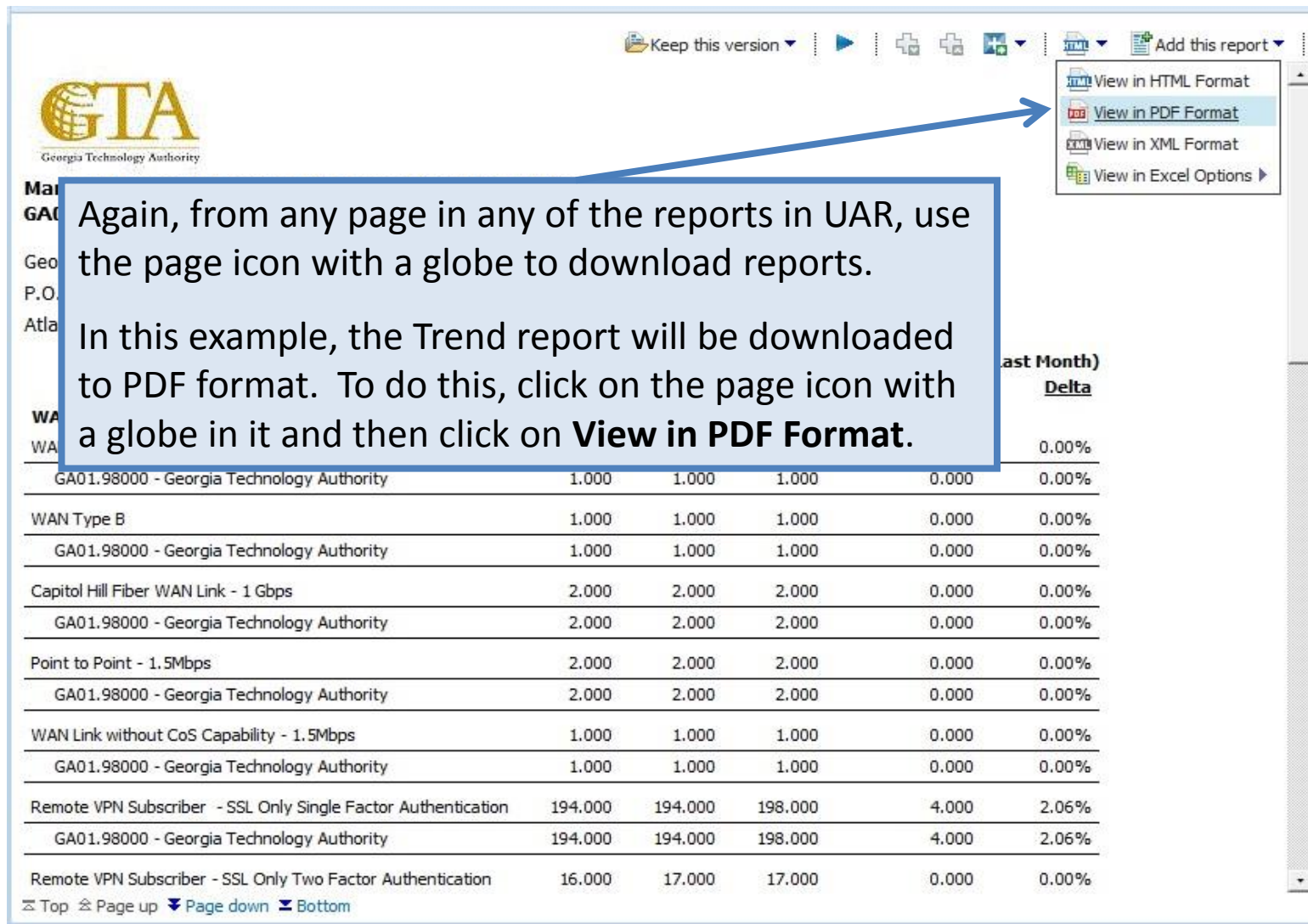
Notice the three months below with the **Variance** and **Delta** columns included on this report

	Apr 2014	May 2014	Jun 2014	(Current Month vs Last Month)	
				Variance	Delta
WAN Services					
WAN Type A	1.000	1.000	1.000	0.000	0.00%
GA01.98000 - Georgia Technology Authority	1.000	1.000	1.000	0.000	0.00%
WAN Type B	1.000	1.000	1.000	0.000	0.00%
GA01.98000 - Georgia Technology Authority					
Capitol Hill Fiber WAN Link - 1 Gbps					
GA01.98000 - Georgia Technology Authority					
Point to Point - 1.5Mbps					
GA01.98000 - Georgia Technology Authority					
WAN Link without CoS Capability - 1.5Mbps	1.000	1.000	1.000	0.000	0.00%
GA01.98000 - Georgia Technology Authority	1.000	1.000	1.000	0.000	0.00%
Remote VPN Subscriber - SSL Only Single Factor Authentication	194.000	194.000	198.000	4.000	2.06%
GA01.98000 - Georgia Technology Authority	194.000	194.000	198.000	4.000	2.06%
Remote VPN Subscriber - SSL Only Two Factor Authentication	16.000	17.000	17.000	0.000	0.00%

The **Page down** link navigates the report to the next page.
 The **Bottom** link will navigate to the last page of the report.
 In this example, the next slide shows the next page.

⌕ Top ⌕ Page up ⬇ Page down ⬇ Bottom

Downloading Trend Results as a PDF



Again, from any page in any of the reports in UAR, use the page icon with a globe to download reports.

In this example, the Trend report will be downloaded to PDF format. To do this, click on the page icon with a globe in it and then click on **View in PDF Format**.

					(Last Month) Delta
GA01.98000 - Georgia Technology Authority	1.000	1.000	1.000	0.000	0.00%
WAN Type B	1.000	1.000	1.000	0.000	0.00%
GA01.98000 - Georgia Technology Authority	1.000	1.000	1.000	0.000	0.00%
Capitol Hill Fiber WAN Link - 1 Gbps	2.000	2.000	2.000	0.000	0.00%
GA01.98000 - Georgia Technology Authority	2.000	2.000	2.000	0.000	0.00%
Point to Point - 1.5Mbps	2.000	2.000	2.000	0.000	0.00%
GA01.98000 - Georgia Technology Authority	2.000	2.000	2.000	0.000	0.00%
WAN Link without CoS Capability - 1.5Mbps	1.000	1.000	1.000	0.000	0.00%
GA01.98000 - Georgia Technology Authority	1.000	1.000	1.000	0.000	0.00%
Remote VPN Subscriber - SSL Only Single Factor Authentication	194.000	194.000	198.000	4.000	2.06%
GA01.98000 - Georgia Technology Authority	194.000	194.000	198.000	4.000	2.06%
Remote VPN Subscriber - SSL Only Two Factor Authentication	16.000	17.000	17.000	0.000	0.00%

[Top](#)
[Page up](#)
[Page down](#)
[Bottom](#)

Resource Usage Trend & Variance as PDF



Keep this version ... Add this report ...

Page: 1 of 4 Automatic Zoom

GTA
Georgia Technology Authority

Managed Network Services GTA Usage Tr
GA01.98000 - Georgia Technology Author

Georgia Technology Authority
P.O. Box 945941
Atlanta, GA 30394-5941

Depending on your browser settings, the report will open within the browser or your PDF reader application. Once downloaded the report can be printed.

(Current Month vs Last Month)

	Apr. 2014	May 2014	Jun 2014	Variance	Delta
WAN Services					
WAN Type A	1.000	1.000	1.000	0.000	0.00%
GA01.98000 - Georgia Technology Authority	1.000	1.000	1.000	0.000	0.00%
WAN Type B	1.000	1.000	1.000	0.000	0.00%
GA01.98000 - Georgia Technology Authority	1.000	1.000	1.000	0.000	0.00%
Capitol Hill Fiber WAN Link - 1 Gbps	2.000	2.000	2.000	0.000	0.00%
GA01.98000 - Georgia Technology Authority	2.000	2.000	2.000	0.000	0.00%
Point to Point - 1.5Mbps	2.000	2.000	2.000	0.000	0.00%
GA01.98000 - Georgia Technology Authority	2.000	2.000	2.000	0.000	0.00%
WAN Link without CoS Capability - 1.5Mbps	1.000	1.000	1.000	0.000	0.00%
GA01.98000 - Georgia Technology Authority	1.000	1.000	1.000	0.000	0.00%
Remote VPN Subscriber - SSL Only Single Factor Authentication	194.000	194.000	198.000	4.000	2.06%
GA01.98000 - Georgia Technology Authority	194.000	194.000	198.000	4.000	2.06%
Remote VPN Subscriber - SSL Only Two Factor Authentication	16.000	17.000	17.000	0.000	0.00%
GA01.98000 - Georgia Technology Authority	16.000	17.000	17.000	0.000	0.00%

How to Get Help

- If you need further assistance in using Usage Accounting Reporting, please contact your Customer Relationship Manager
- If you have technical issues with Usage Accounting Reporting, please call the GETS Consolidated Service Desk at 877-482-3233
- This presentation will be posted to <https://gta.georgia.gov/managing-your-gets-services>